

January 27, 2005

Dear Participant in the Western States Seasonal Assessment Workshop,

I am writing to formally invite you to a Western States Seasonal Assessment Workshop. The workshop will be held at the NOAA-Climate Diagnostics Center in Boulder, Colorado, March 28 – April 1, 2005. Travel days will be on the morning of March 28 (Monday) and the afternoon of April 1 (Friday afternoon).

The workshop this year will be divided into two parts. The first part from **15:00 on Monday until 16:00 on Tuesday** will be set aside for a Climate Forecasting Workshop moderated by Tim Brown of the Desert Research Institute. Topics will include the following:

- How long-range forecast products are made
- Discussion on teleconnection indices associated with major climate patterns
- Drought
- Medium range forecast skill and proper forecasting application
- ENSO
- The North American monsoon

We are still confirming the participation of instructors for these sessions. We will notify you when the instructor list has been finalized, and it will be posted on the workshop web page (see web address below).

At 16:00 on Tuesday, March 29, a panel of climate forecasters will discuss the 2005 consensus forecast.

The second part of the workshop will be the 2005 Seasonal Assessment for the Western U.S. and Alaska. The main goals and objectives of this second part of the workshop can be found on the following web site.

<http://www.ispe.arizona.edu/climas/conferences/NSAW/west05/index.html>

Who has been invited? The following Geographic Area personnel have been invited: center managers, intelligence personnel, meteorologists, climatologists, fire behavior analysts, fuels specialists and other fire management personnel. In addition, state and federal fire management personnel, as well as regional climate and weather specialists and climate forecasters have been invited. Also our National Weather Service Partners have been invited to send representatives to the Climate Training section of the meeting.

Preparation. In advance of the meeting, we urge you to bring as much information as possible to produce a seasonal assessment for your geographic area according to agreed-upon protocols and procedures (see attached document). Items necessary to perform the analyses will be specific to each participant and/or geographic area. To make the assessment process as efficient as possible, please:

- Prepare a comprehensive checklist of data, images, and diagnostic tools necessary to produce long-range pre-season outlooks. The participants should prepare this list as much as possible prior to the workshop and bring the appropriate links, data, graphics, and documents with them. CLIMAS will prepare a website with some frequently used links. For an example from the Eastern/Southern workshop, see: <http://www.ispe.arizona.edu/climas/conferences/NSAW/east05/links.html>
- The National Interagency Coordination Center (NICC) has established an FTP site in order to facilitate the temporary storage and transfer of large files. The site address is: ftp://ftp2.fs.fed.us/incoming/wo_fam/NICC/WS_NSAW/2005/ (There is an underscore between the S and N in WS_NSAW)

• **For the breakout sessions, please check to see if you can bring an LCD projector. The organizers may be able to supply three or four. We need four more. Please let us know if you can bring an LCD projector!**

Venue and Lodging Details. Directions and hotel logistics can be found at the following web site.

<http://www.ispe.arizona.edu/climas/conferences/NSAW/west05/forms.html>

Travel Support. Thanks to again to the National Predictive Services Group and CLIMAS, we have some funding to allocate for travel and per diem for non-federal employees. **If you cannot find state assistance and are interested in applying for travel support, please include cost estimates for your travel on the attachment called "ReqAuth.doc".** Include your full name, social security number, address where you would like to receive the check and estimates of travel costs. The lodging per diem rate is \$93 and meals are \$47. Support will be provided in the form of reimbursement.

On behalf of CLIMAS and the National Predictive Services Group, we very much hope that you will be available to attend. We have included a registration form that you need to fill out and return to me via e-mail. It is important that we receive your registration by February 18th, 2005. If you (or others in your Geographic Area) are unable to respond by that date, but plan to attend, please contact Heath Hockenberry by phone (208-387-5874) or email (heath_hockenberry@nifc.blm.gov) so we can tentatively plan for your attendance.

The meeting agenda is attached to this e-mail. Other materials may be sent to you at a date in the near future. We look forward to your participation in the workshop. Feel free to contact us if you have any questions.

/s/ Heath Hockenberry
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